

TREASURER

Mission Statement: The Treasurer's Office is dedicated to serving the citizens, commercial sector, Board of Supervisors and other government agencies by collecting all real and personal property, business license and other taxes as specified by the State Code; investing and safeguarding of County funds; administering the disbursement of County funds; providing quality customer services; and ensuring vehicle registration compliance.

Department Description The Treasurer's Office is organized into four programs: (1) Collection of County Revenue, (2) Investment and Safeguarding County Funds, (3) Disbursement of County Funds, and (4) Project Fairness. As a constitutional office, the department administers tax regulations as specified in the Code of Virginia and the Codified Ordinances of Loudoun County. The Treasurer also serves as the depository of funds for County agencies.

Departmental Financial Summary	FY 02 Actual	FY 03 Actual	FY 04 Actual	FY 05 Adopted	FY 06 Proposed
Expenditures					
Personnel	\$1,908,160	\$1,935,372	\$2,072,346	\$2,293,000	\$2,342,000
Operations & Maintenance	717,253	709,570	786,864	658,000	766,000
Capital Outlay	20,087	12,995	12,995	34,000	34,000
Total Expenditures:	\$2,645,500	\$2,657,937	\$2,872,205	\$2,985,000	\$3,142,000
Departmental Revenue					
Local Fees, Charges, Etc.	\$10,069,875	\$6,695,870	\$6,955,416	\$6,871,000	\$6,327,000
Commonwealth Funding	322,706	937,843	884,240	751,000	801,000
Total Revenues:	\$10,392,581	\$7,633,713	\$7,839,656	\$7,622,000	\$7,128,000
Local Tax Funding:	(\$7,747,081)	(\$4,975,776)	(\$4,967,451)	(\$4,637,000)	(\$3,986,000)
FTE Summary:	37.54	38.34	37.34	38.34	39.34

County Administrator's Recommendation: The FY 06 proposed budget for the Treasurer's Office includes enhancements totaling 1.00 FTE and \$43,000 in additional local tax funding for a cashier. Local tax funding requirements increase by \$157,000 due to health insurance and increases to postage.

Budget History:

FY 02: The Board approved enhancements totaling 1.27 FTE for a Collections Assistant in the Collections of County Revenue program to collect delinquent taxes and increased hours for temporary personnel needed during peak tax collection times to provide customer service.

FY 03 Mid-Year: 1.00 FTE was eliminated from the Project Fairness Program during a mid-year budget reduction.

FY 04 Mid -Year: The Board added 1.00 FTE to support the Cost Recovery Program, which assesses a \$100 fine against individuals found guilty of driving under the influence (DUI), reckless driving, license violations or hit and run traffic incidents.

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County Administrator's Proposed Enhancements

	Total Proposed Enhancements			
	Expenditure	Revenue	Local Tax Funding	FTE/Positions
FY 06:	\$43,000	\$0	\$43,000	1.00/1

(Cashier) The number of financial transactions processed in the Department of the Treasurer has increased proportionate to the County's population growth. For the first six months of FY 05, over 170,000 transactions were processed by six cashiers at two locations equating to 22,000 transactions per cashier. This is 32% of the total 536,000 of transactions processed in FY 05. The cashiers process all County revenues collected from various agencies, in addition to processing receipts at the front counters and processing all mail receipts at the offices in Sterling and Leesburg. In addition to this increase in volume, security and coverage at the front counter are also a concern. With only three cashiers at each location, service and security are diminished substantially if one is called away from the station. This is even more marked during the lunch hour or when someone is on leave. This enhancement provides an additional full-time cashier (1.00 FTE) at the Treasurer's Sterling office, which is located in the most populated area of the County.

FY 06:\$	\$43,000	\$0	\$43,000	1.00/1
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